

CREATING A 'REQUEST FOR EXPENDITURE' (RFE) IN IGMS

- (1) Log into the iGMS system (<https://myoracle.in.gov/hs/main.do>)
- (2) On the dashboard, under General Budget Information, click on 'Request for Expenditure'.
 - a. Click the 'Create a new request' button.
 - b. Enter the description of item(s) you are requesting be reimbursed. *Example:* Surveillance Cameras or SRO expense.
 - c. Select the correct fund by checking the box next to the appropriate grant. *Example:* 2014 > Secured School Safety.
 - d. Click 'Save'.
- (3) The RFE page will open.
 - a. Scroll down to the 'Items' section
 - b. Click 'Add New RFE Item'
 - c. Enter the information requested into the narrative boxes*:
 1. Vendor: The name of whoever is billing services/items to the school. *Example:* name of the SRO or the company from whom equipment was purchased.
 2. Description: Any additional necessary information
 3. Amount: The total cost of invoiced item (up to the amount that the grant will allow). This is the total amount including both the grant and matching funds.
 - d. Click 'Save'

Repeat step 3 for each additional item that you have for this project.

*If you are using equipment/personnel as matching funds, you will create an item for those expenses as well. Rather than putting the total funds into one RFE item, you will have one item for the grant portion of funding and one item for matching funds. Each item will then only have their half of the funding as the amount.

- (4) Auditing the Items:
 - a. This step connects the RFE items to the budget portion of your grant.
 - b. Click on 'Audit' for the first item (by the red x).
 - c. *If you are using money as match* (grant purchases half and grantee purchases half the item): Put half of the item amount into the appropriate narrative box and click 'Save'. Then put the other half of the item amount into the match amount and click 'Save'.
 - d. *If you are using equipment/personnel as match:* Since you have created separate items for each the grant portion and the match portion, put the full amount of the item into the appropriate narrative box and click 'Save'. You will do this individually for the grant portion and match portion. It is okay to have extra empty boxes when auditing; all boxes are not necessarily filled in.
 - e. Click 'Close Audit'
 - f. If done correctly, you will have a green checkmark next to 'Audit'.

Repeat step 4 for each item you created in the RFE

(5) Uploading Files:

- a. You will need to upload two types of documents:
 1. Invoice (For an SRO, you will use documentation of hours worked such as a timesheet or payroll report. Please ensure that the Social Security Number is redacted if it is anywhere on the document.)
 2. Proof of Payment: Documentation that the money left the account such as a canceled check or auditor's report.
- b. Only PDF formatted documents can be used. Each document needs to be uploaded separately.
- c. *For money match* (grant pays half of a purchase and grantee pays the other half): 1 invoice and 1 proof are needed.
For equipment/personnel match (grant pays for one expense and the grantee matches with another expense): 2 invoices and 2 proofs are needed (1 invoice and 1 proof are needed for both the grant portion and the match portion).
- d. Scroll down to the 'Uploads' section.
- e. Click 'Upload File'.
- f. Select your document from your computer and click 'Open'
- g. When uploading an invoice:
 1. Upload Type: select 'Invoice/receipt' from the drop down menu.
 2. Notes: Make note if this invoice is for matching equipment/personnel.
 3. Invoice Number: If none available, use 001.
 4. Invoice Amount: If the total of the invoice is more than the reimbursement request, add a note that the entity paid the difference.
 5. Invoice Date: Use format 00/00/00 (Cannot be dated before July 1, 2013).
 6. Check mark the RFE item that the document corresponds with under 'Link to RFE items'.
 7. Click 'Save'.
- h. Audit invoice:
 1. This connects the upload to the corresponding RFE item
 2. Click on 'Audit' by the red x.
 3. Type RFE item amount into narrative box.
 4. Click Save.
 5. If done correctly, you will have a green checkmark next to 'Audit'.
- i. When uploading Proof of Payment:
 1. Upload Type: select 'Proof'.
 2. Notes: Make note if this proof is for matching equipment/personnel.
 3. Check mark the RFE item that the document corresponds with under 'Link to RFE items'.
 4. Click 'Save'.

Repeat step 5 for each additional invoice/proof of payment

(6) Submitting the RFE:

- a. After you have entered/audited all items, invoices, and proof of payments and have all green checkmarks, scroll back to top of the RFE page.
- b. Click 'Submit' and confirm you would like to submit the request.

Note: Submitting the request will notify the program manager and Grants Management for processing. After the RFE has been paid, you will receive an email notice of the disbursement.